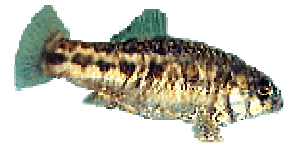




Department of Fish and Game

Job Opportunities



RELEASE DATE: August 7, 2000

*The following positions are currently vacant. Applicants having State civil service eligibility including Interested employees must submit a State application (STD 678) directly to the hiring supervisor. Training and Development Assignments may be considered when appropriate. Current Department of Fish and Game (DFG) employees may refer to the DFG Operations Manual, Volume II, Sections 12067-12069 for the departmental transfer procedure. Only applications postmarked on or before **August 21, 2000** will be considered for positions listed in this bulletin. Commitments to hire cannot be made until all final approvals have been obtained.*

CENTRAL COAST REGION

7329 Silverado Trail, Yountville CA 94599

Account Clerk - 565-311-1733-001

Location: Yountville

Contact: Dorothy Hart - (707) 944-5519

Comments: Duties include: processing invoices to be sent to Sacramento for Calstars input, preparation of daily bank deposits and head cashier for all monies collected within the Region. Other duties include: data input, telephone answering, filing, typing, and miscellaneous clerical duties. Good organizational and people skills are necessary for extensive contact with the public and other Department employees. Reports directly to the Regional Administrative Officer I.

Program Technician - 565-311-9927-001

Location: Yountville

Contact: Dorothy Hart - (707) 944-5516

Comments: Duties include: License sales, reception; answering telephone; data entry. Knowledge of Word Perfect and MS Access is preferred. Ability to be multi-tasking is desirable. Must be well organized and have good people skills due to extensive contact with the public and employees. Reports directly to the Regional Administrative Officer I.

CENTRAL VALLEY BAY-DELTA BRANCH

4001 North Wilson, Stockton CA 94205

Associate Biologist (Botany) - 565-023-6374-XXX

Location: Stockton

Contact: Frank Wernette - (209) 948-7082

Comments: Under the direction of an Environmental Specialist IV (Supervisor), in support of the CALFED Ecosystem Restoration Program, the incumbent is part of the permit coordination team providing assistance and coordination in the implementation to restore large expanses of tidal wetlands, seasonal wetlands, functioning floodplains, and associated riparian habitats that will benefit Bay Delta's fish and wildlife.

Associate Biologist (Marine/Fisheries) - 565-023-6375-XXX

Location: Stockton

Contact: Frank Wernette - (209) 948-7082

Comments: Under the supervision of an Environmental Specialist IV (Supervisor), the incumbent supports the efforts of CALFED's Ecosystem Restoration Program (ERP) implementation to restore large expanses of tidal wetlands, seasonal wetlands, functioning floodplains, and associated riparian habitats that benefit the Bay-Delta's fish and wildlife resources.

Associate Programmer Analyst (Specialist) - 565-023-1579-XXX

Location: Stockton

Contact: Chuck Armor - (209) 942-6068

Comments: Responsible for the development and maintenance of the Central Valley Bay-Delta Branch (CVBDB) Intranet and Internet web pages with special emphasis on those pages dedicated to reporting biological data used in water project operations. Other duties include: serving as the backup LAN administrator for the CVBDB Stockton office, programming support for the branch; purchasing new computer equipment and maintaining branch computers. Knowledge of database design and fundamentals, Win 9x/NT and HTML is essential. Knowledge of Access, ASP, Java, Visual Basic, TCP-IP and SQL is highly desirable. Ability to troubleshoot and repair computer systems and networks is a strong plus. Applications from Associate Information Systems Analyst will be considered.

Biologist (Marine/Fisheries) - 565-023-6372-XXX

Location: Stockton

Contact: Randy Baxter - (209) 942-6081

Comments: Under the supervision of a Senior Biologist (Supervisor), and the direction of an Associate Biologist, the incumbent provides project support for the Central Valley Bay-Delta Branch's Shallow Water Habitat Investigations Unit, responsible for conducting restoration project monitoring consistent with CALFED's Comprehensive Monitoring Assessment and Restoration Program. Incumbent serves as lead for one to three temporary field personnel.

Biologist (Wildlife) - 565-023-0898-XXX

Location: Stockton

Contact: Laurie Briden - (209) 942-6071

Comments: Under the supervision of a Senior Biologist (Supervisor) and the general direction of an Associate Biologist, the incumbent performs monitoring and special studies in the Delta Suisun Marsh evaluating marsh management and habitat restoration projects consistent with the Department's CALFED Support Program.

Environmental Specialist III - 565-023-0754-XXX

Location: Stockton

Contact: Chuck Armor - (209) 942-6068

Comments: Under the supervision of a Supervising Biologist for the Interagency Ecological Program (IEP), this position is responsible for the operation of the IEP Program, and serves as chair of the IEP Management Team, and as staff support for the IEP Coordinators.

Environmental Specialist III - 565-023-0754-XXX

Location: Stockton

Contact: Frank Wernette - (209) 948-7082

Comments: Under the direction of a Senior Biologist (Supervisor), supports the CALFED Ecosystem Restoration Program for the north Delta region. Incumbent is an integral part of a permit coordination team providing assistance and coordination in the implementation of environmental review and permitting. Ensures that CALFED levee storage and conveyance projects are planned and implemented in an environmentally sound manner; serves as the Department's liaison providing support and coordination for the Sacramento-San Joaquin Comprehensive Study.

Environmental Specialist III - 565-023-0754-XXX

Location: Stockton

Contact: Frank Wernette - (209) 948-7082

Comments: Under the direction of an Environmental Specialist IV (Supervisor), in support of the CALFED Ecosystem Restoration, incumbent provides technical assistance and coordination in the implementation of environmental review and permitting to ensure expeditious compliance and consistency within the Department and other implementing agencies and entities.

Environmental Specialist IV (Specialist) - 565-023-0765-XXX

Location: Sacramento

Contact: Alan Baracco - (916) 653-4729

Comments: Under the general direction of the Central Valley Bay-Delta Branch (CVBDB) Chief, and supervision of the Operations Manager (CEA I), the position provides statewide coordination of invasive exotic species. Incumbent coordinates existing and upcoming nuisance species activities within the State. Primary functions of the position are coordinating the various introduced species programs and efforts within State and local agencies; establishing and chairing an interagency/stakeholder CALFED advisory committee; and developing a statewide aquatic nuisance species management plan to focus research, prevention, and control activities, as well as public outreach.

Environmental Specialist IV (Supervisor) - 565-023-0764-XXX

Location: Stockton

Contact: Frank Wernette - (209) 948-7082

Comments: Supervises and manages the CALFED Support and Ecosystem Restoration Unit within the Central Valley Bay-Delta Branch. Provides oversight for coordination of implementation of Stage 1 actions for CALFED's Ecosystem Restoration Program (ERP). Develops and manages program consistent with departmental policies for the prevention, enhancement, and recovery of mineral resources.

Staff Information Systems Analyst - 565-023-1312-001

Location: Stockton

Contact: Chuck Armor - (209) 942-6068 or carmor@delta.dfg.ca.gov

Comments: Serves as Central Valley Bay-Delta's LAN administrator and provides computer support for the Branch's biologists and staff. Development and maintenance of the Branch's web pages, introducing new, innovative and interactive elements, including automated data reporting are part of the duties. Ability to anticipate future trends, needs and technology and develop strategies to meet the future now is a strong plus. Incumbent should work well with others in a team environment, possess independent problem solving techniques and have a broad-based technical knowledge. Knowledge of Windows 9x/NT, TCP-IP, relational databases and LAN Administration is essential. Knowledge of Cisco IOS/PIX Firewall, Linux, Java, SQL and Visual Basic is desirable. Will consider downgrading position for recruitment purposes.

INLAND DESERTS AND EASTERN SIERRA REGION

4775 Bird Farm Road, Chino Hills CA 91709

Environmental Specialist III - 565-XXX-0754-XXX

Working Title: Colorado River Issues Coordinator

Location: Riverside or Imperial Co.

Contact: Alan Pickard - (760) 872-1171

Comments: Leadperson for an Associate Fishery Biologist, Associate Wildlife Biologist and a Fish and Wildlife Technician and is responsible for the full complement of fish and wildlife issues along the Colorado River. Issues include: compliance with California Environmental Quality Act CEQA, California Endangered Species Act (CESA), Streambed Alteration Agreements 1600, and other applicable laws, regulations and policies. Participates in multi-state, multi-agency technical meetings and committees.

Lieutenant Specialist/Inland Pollution Coordinator - 566-608-8005-001

Location: Apple Valley/Victorville Area

Contact: Captain Curtis - (562) 590-5185

Comments: Incumbent is the Pollution Coordinator for the Inland Deserts and Eastern Sierra Region. Emphasis on proactive pollution investigations surrounding mining and streambed activities. Serves as the Incident Commander of moderate and large pollution related incidents. Position serves as the Department liaison on local hazardous material/pollution task forces. Incumbent should possess strong investigative skills.

HABITAT CONSERVATION DIVISION

1416 Ninth Street, Room 1310, Sacramento CA 95814

Environmental Specialist III - 565-022-0754-XXX

Location: Sacramento

Contact: Gail Presley - (916) 653-9834

Comments: Participates at Habitat Conservation Planning Branch (HCPB) as a member of a team of conservation planning bioregional coordinators responsible for working with the regions and tracking NCCP/HCP plans assigned to them; drafts, reviews and makes recommendations on statewide NCCP and other regulations, legislation, conservation guidelines, and complex policies/procedures in relation to ecosystem and biodiversity planning, and conservation plans; assists in the preparation of NCCP authorizations, handbooks, and CEQA documents related to Department approval of NCCPs.

HUMAN RESOURCES BRANCH

1416 Ninth Street, Room 1217, Sacramento CA 95814

Office Assistant (Permanent Intermittent) - 565-011-1379-905

Location: Office of Training and Development, Sacramento

Contact: Karen Moreno - (916) 227-5140

Comments: Provides customer service and clerical support for the Office of Training and Development. Performs opening and/or closing procedures for the Training Office and the training class rooms, including the operation of the office alarm system. Provides back-up to update, maintain, and answer related questions regarding the training registration process used to enroll, inform, track, and monitor the activities and histories of Department employees participating in training classes and training programs. Provides clerical support on special projects or other pilot training programs like the Leadership Development Series, and participates in meetings when requested. Researches information, gathers and organizes resources, follows office policies and procedures. Contributes to the design of the office operations, assists in operating and maintaining the office computers and printers, and other types of office equipment. Performs other related duties and provides assistance on projects as needed.

Office Assistant (Typing) - 565-011-1379-XXX

Location: Office of Training and Development, Sacramento

Contact: Karen Moreno - (916) 227-5140

Comments: Incumbent provides customer service and clerical duties and responsibilities in support of the Office of Training and Development. Registers participants into training classes, uses and maintains Registrar software program, and keeps lead clericals and supervisor informed of training roster and other related information. Performs office and computer classroom opening and closing procedures. Researches information, gathers and organizes resources, follows office policies and procedures and attends related staff meetings. Provides clerical support on special projects or other special training programs such as the Leadership Development Series, the Learning Group, and the On-line Computer Based Training. Performs other related duties and provides support on projects as needed.

Staff Services Analyst/Associate Governmental Program Analyst - 565-011-5142-801

Location: Sacramento

Contact: Patricia Timlin - (916) 653-8120

Comments: Under the general direction of the Staff Services Manager I, the incumbent performs technical, consultative and analytical duties: drafts various Department-wide policies, procedures, manuals, etc; provides managers and supervisors with advice and direction in matters relating to Worker's Compensation claims, fitness-for-duty examinations, return-to-work of employees with medical restrictions, disability retirements, rehabilitation programs and related matters.

INFORMATION TECHNOLOGY BRANCH

1807 13TH Street, Room 201, Sacramento CA 95814

Senior Program Analyst (Specialist) - 565-018-1583-001

Location: Sacramento

Contact: Denise Jerome - (916) 323-1437

Comments: Lead responsibility for general database administration functions providing Department-wide Database Administrator services for enterprise application systems utilizing the Oracle and ADABAS software. These applications include: the California Natural Diversity Database (CNDDDB), Commercial Fisheries Information System (CFIS), Hunter Information System (HIS), Business Information System (BIS), and License Agent System (LAS). Provides technical direction to include hardware/software procurement; capacity planning/measurements for application databases; operational guidelines and procedures and Oracle tools for database management, application development and end-user. Responsible for general planning activities and contract administration as well as provide technical training in database design and implementation.

LICENSE AND REVENUE BRANCH

3211 S Street, Sacramento CA 95816

Associate Governmental Program Analyst/Staff Services Analyst - 565-012-5393/5157-XXX

Location: Sacramento

Restricted Species and Special Permits Analyst

Contact: Kathleen Brennan - (916) 227-2238

Comments: Duties include: responsible for all matters related to all special permit type licenses issued by the License and Revenue Branch (LRB). Interprets laws, regulations and policies and develops policies, procedures and instructions for the public and Department personnel regarding the restricted species program and special permit programs. Analyzes legislative bills and regulatory proposals impacting all special permit and restricted species programs to determine the impact. Develops legislative and regulatory proposals, issue papers and reports. Responds to written inquiries and complaints from the public on special permits and restricted species. Desired skills: basic working knowledge of the Department's guidelines and policies for license issuance; excellent writing skills; positive interpersonal skills; familiarization with Word Perfect and/or Word. Highly qualified Staff Services Analyst applicants may be considered for recruiting purposes only. All applications will be screened and only the most qualified candidates interviewed. Must be a current/former State employee employed at the AGPA/SSA level or be reachable on a current employment list for this classification in order to be considered. Please indicate the basis of your eligibility on your application in Box 12.

MARINE REGION

20 Lower Ragsdale Drive #100, Monterey CA 93940

Biologist (Marine/Fisheries) - 565-772-6372-003

Location: Menlo Park

Contact: Eric Larson - (650) 688-6352

Comments: Incumbent performs a variety of research and monitoring activities associated with the Pacific Coast herring fishery and other marine fisheries in and around the San Francisco Bay area.

Office Technician (Typing) - 565-772-1139-011

Location: Monterey

Contact: Eric Knaggs - (831) 649-7193

Comments: Performs a variety of complex clerical duties related to the Marine Life Management Act including: the preparation of original correspondence, charts, graphs, and spreadsheets, preparation and distribution of meeting agendas and handouts, taking detailed notes at constituent meetings, etc.

Supervising Program Technician I - 565-772-9924-XXX

Location: Monterey

Contact: Diane Miller - (831) 649-2812

Comments: Under the general supervision of the Regional Administrative Officer I, the incumbent supervises the Monterey license sales/public information/clerical support function consisting of three subordinate staff plus occasional temp help during peak license sales periods. Prior experience in a governmental agency or a private sector business serving the public is highly desirable. Employees in other job classifications and other departments who are on the appropriate list or within lateral transfer range are encouraged to apply.

NORTHERN CALIFORNIA AND NORTH COAST REGION

601 Locust Street, Redding CA 96001

Associate Biologist (Marine/Fisheries) - 565-141-6375-004

Location: Yreka

Contact: Neil Manji - (530) 225-2306

Comments: Under the general guidance of a Senior Biologist Supervisor, the incumbent plans, organizes and implements field activities developing data necessary for estimating the number of chinook salmon returning to spawn in the Klamath River. Responsible for coded wire tagging and recovery of chinook salmon at Iron Gate Hatchery. Enters, summarizes, and conducts statistical tests on data and prepares reports describing the project results. Represents the Department at the technical workgroup level of the Klamath River Basin Fisheries Task Force.

Associate Governmental Program Analyst - 565-111-5393-XXX

Location: Redding

Contact: Paula Lohmeyer - (530) 225-2853

Comments: Assists managers, supervisors and program component coordinators with interpretation, organization and implementation of fiscal-related programs and processes including but not limited to fiscal reports, time reporting, work plan program status, and identifying unmet budgetary needs. Monitors and tracks fund conditions and evaluates fee structures. Provides support to statewide program component coordinator. Works as the Regional Program Management Analyst under the direction of the Regional Manager as part of a newly established budgetary program. A Training and Development assignment will be considered.

Fish and Wildlife Technician - 565-143-0916-017

Location: Mt. Shasta

Contact: Steve Sanders - (530) 926-2215

Comments: Position is a member of a team whose duties include: spawning fish, care of eggs and

fry in hatchery buildings and ponds, feeding fish, planting fish, grading and inventorying fish; operating equipment such as loaders, forklifts, fish feeders, lawn mowers, weed eaters, table saws, welders, power and hand tools. Standby duty is mandatory. Housing is available and residency is required.

Programmer II - 565-131-1383-XXX

Location: Redding

Contact: Eric M. Haney - (530) 225-2052

Comments: Supports timber harvest, fisheries and wildlife resource assessment and planning. Under the general direction of a Research Manager I, the incumbent works with Department staff to create, modify and manage data storage and analysis projects using database and web technologies. Assists multiple regional programs with data analysis, summaries, programming and graphical presentations. Collaborates with Research Analysts to integrate databases with Geographic Information Systems (GIS) technology.

OIL SPILL PREVENTION AND RESPONSE

1700 K Street, Suite 250, Sacramento CA 95814

Business Services Assistant - 565-071-4707-001

Location: Sacramento

Contact: Shannon Brooks - (916) 327-9939

Comments: Assists management by independently coordinating all purchasing functions; processes and tracks invoices; assists staff and vendors on complex purchase transactions; ensures compliance with State Administrative Manual, Fish and Game Operations Manual, and Oil Spill Prevention and Response administrative policies and procedures; responsible for 130+ standard and specialized vehicles and various boats and all-terrain vehicles dispersed throughout the State.

SAN JOAQUIN VALLEY AND SOUTHERN SIERRA REGION

1234 E. Shaw Avenue, Fresno CA 93710

Fish Habitat Supervisor - 565-441-0776-301

Location: La Grange

Contact: Rhonda Reed (559) 243-4005

Comments: Incumbent manages the San Joaquin River Fish Habitat Restoration Program's Screen/Restoration Shop. Conducts oversight of all shop related activities including facility maintenance, supervision of permanent and temporary staff, contract management, and overseeing fish habitat restoration project design, construction and maintenance.

SOUTH COAST REGION

4949 View Crest Avenue, San Diego CA 92123

Administrative Officer I - 565-511-4590-501

Location: Long Beach

Contact: Joe Olvera - (562) 590-5121

Comments: Under the supervision of the Administrative Officer III, the incumbent is responsible for supervising the Fiscal Services and Human Resources functions for the Inland Deserts and Eastern Sierra Region. Incumbent is responsible for applying the laws and procedures governing personnel transactions, labor relations, employee benefits, payroll, contracts, procurement, budget, internal controls, and accounting; responsible for providing services to approximately 160 employees located throughout Mono, Inyo, San Bernardino, Imperial, and Los Angeles counties. Good oral and written communications skills, computer word processing and spreadsheet are essential. Must be able to write official letters, memos, and other documents. Works directly with the public, other agencies, senior staff, field staff, and Sacramento headquarter's staff.

Office Technician - 565-511-1139-XXX

Location: San Diego

Contact: Llisa Hiebert - (858) 467-4233

Comments: Assists the regional headquarters personnel office in the hiring of temporary help; participates in the auditing of attendance reports; prepares benefits for employees; assists the public and employees with career information.

The following positions are subject to the collective bargaining provisions of Bargaining Unit 7, pertaining to voluntary geographic transfers within the Department of Fish and Game. Appropriate applications should be submitted directly to the hiring supervisor and applicants will be selected consistent with these provisions.

SACRAMENTO VALLEY AND CENTRAL SIERRA REGION

1701 Nimbus Road, Suite A, Rancho Cordova CA 95670

Fish and Game Warden - 566-291-8421-142

Location: Loyalton

Contact: Mike Grima - (916) 358-2892

Comments: Serves as district warden, assigned to Conservation Education and Enforcement Branch (CEEB), enforces fish and game laws within assigned district.

Fish and Game Warden - 566-291-8421-122

Location: Placerville

Contact: Mike Grima - (916) 358-2892

Comments: Fish and Game position in the Placerville area.

Fish and Game Captain - 566-291-8412-503

Location: Rancho Cordova

Contact: Mike Grima - (916) 358-2892

Comments: Regional Hunter Education Coordinator/ Regional Administrative Captain

TRAINING AND DEVELOPMENT INFORMATION

The following classes are being offered by the Office of Training and Development (OTD). There

THE DEPARTMENT OF FISH AND GAME OFFERS EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF SEX, MARITAL STATUS, RACE, COLOR, CREED, RELIGIOUS OR POLITICAL AFFILIATION, NATIONAL ORIGIN, ANCESTRY, AGE, SEXUAL ORIENTATION OR DISABILITY

is no tuition for DFG employees. To register, submit a Training Request Form, TR-290, **to your Training Coordinator**. Space is allocated on a first-come, first-served basis. There may be restrictions on registration for some classes. Questions should be directed to your Training Coordinator, or to the OTD at (916) 227-5156 / CALNET 8-498-5156.

DATE	CLASS	LOCATION
August 8-9	Access 2000, Beginning	Sacramento
August 24	GroupWise 5.5, Intermediate, a.m. ½ day	Sacramento
August 24	Cal-Card Training a.m. or p.m.	Sacramento
September 5	WordPerfect 9, Beg.	Sacramento
September 6	Windows 98	Sacramento
September 6-8	Technical Report Writing	Sacramento
September 6,7,8	Leadperson Workshop	Long Beach
September 7	Netscape 4.7	Sacramento
September 11	Leadership Development	Monterey
September 12-13	New Employee Orientation	Sacramento
September 12-13	Access 2000, Interm.	Sacramento
September 14	Leadership Development	Yountville
September 14	Corel Presentation 9	Sacramento
September 18-22	Wilderness Survival - Desert	China Lake
September 19	Group Wise 5.2 Remote	Sacramento
September 19-20	Media Skills	Sacto. City College
September 20	Listening Skills	Sacramento

EXAMINATION INFORMATION

THE DEPARTMENT OF FISH AND GAME OFFERS EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF SEX, MARITAL STATUS, RACE, COLOR, CREED, RELIGIOUS OR POLITICAL AFFILIATION, NATIONAL ORIGIN, ANCESTRY, AGE, SEXUAL ORIENTATION OR DISABILITY

The following examinations have been scheduled. Please submit you application(s) directly to the Examination Unit, 1416 Ninth Street, Room 1217, Sacramento CA 95814.

TITLE	TYPE	BULLETIN RELEASE DATE	FINAL FILING DATE
Associate Wildlife Veterinarian	Promotional	8/4/2000	8/18/2000
Assistant Deputy Director, Administration	Promotional	7/24/2000	8/18/2000

EXAMINATION INFORMATION HOTLINE

For the latest information on civil service examinations conducted by the Department of Fish and Game, please call our 24-hour recorded message at (916) 653-8949 (CALNET 8-453-8949), or visit the DFG website at <http://www.dfg.ca.gov>.

Access for Telecommunication Devices for the Deaf (TDD) is available through the California Relay Service at (800) 735-2922 (Voice TDD) or (800) 735-2929 (TDD).

Greg Williams, Manager
Human Resources Branch